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State of the Virgin Islands

Attachment 4.19E

Methods and Systems for Establishing Payments

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I. **Definition of Claim:**

The Virgin Islands Medicaid State agency defines a claim as: "a bill for services delivered to a specified beneficiary by an authorized provider."

II. **Payment of Claims by Type of Services:**

In reimbursing providers for the cost of services provided, the following method is utilized:

A. **Inpatient Hospital Services:**

For inpatient hospital services rendered within the Department of Health a printout is produced including all information on all rendering services during a particular month. All the necessary information for processing payment of the bill is furnished.

For services rendered outside of the Virgin Islands a prior authorization is required from the Bureau of Health Insurance and Medical Assistance.

An MA-4 (Authorization Invoice for Services and Disbursement Voucher), along with a form MA-2 (Provider Billing for Inpatient, Outpatient and Other Services) is used. It is required that these forms be submitted to the provider prior to the rendering of the specified services. All services delivered during one visit will be processed as a bill.

B. **Outpatient Services:**

For Physician Services, Laboratory and X-ray Services rendered within the governmental facilities, a printout is produced including all the necessary information for processing payment of the bill.

All services delivered during one visit constitute a bill.

C. **Home Health Services:**

For Home Health services rendered by Community Health facilities Form MA-2 (Provider Billing for Inpatient Outpatient and Other Services) is used. All services provided during one visit constitute a bill. For Physical Therapy refer to Outpatient Services, item B.

T. V.I. SA Approved 10/30/79 RO Approved 1/4/80
10/1/79

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Method for Establishing Payments (Continued)

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D. Prescribed Drugs and Eyeglasses

Since the Virgin Islands Medicaid Program does not have "Freedom of Choice," the Medicaid beneficiary must use the governmental facilities. When drugs are delivered at the Governmental facilities a printout is produced. When the drug prescribed is not available at the governmental facility an MA-3 (Prescription and Pharmacist's Invoice and Disbursement Voucher) authorizing the services is given to the beneficiary to obtain the prescribed drug at a Medicaid authorized provider.

For eyeglasses an MA-3 is used. The service is rendered by a private optometrist who has a signed agreement with the Bureau of Health Insurance and Medical Assistance. If more than one item is prescribed on an MA-3 form, the MA-3 form will constitute a single bill. (Each form is a bill.)

Services

For services such as prosthetic devices and durable equipment, an MA-4 (Authorization, Invoice and Disbursement Voucher) is used, authorizing the services per item. If more than one item is authorized, the form MA-4 is considered a single bill.

ST. VI SA Approved 10/30/79 RO Approved 1/4/80
Effective 10/1/79